



news and information
for employees of the
City of Saint Paul

November 3, 2000

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City Update

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A lasting and profound legacy: Robbins Endowment to Library

The estate of Ortha Dorothea Robbins recently established a one million dollar endowment with The Friends of the Saint Paul Public Library. The new endowment is one of the largest gifts ever received by The Friends to support the Saint Paul Public Library. Robbins stipulated that the unrestricted endowment be created to support the changing needs of the Saint Paul Public Library.



Income from the endowment will be used annually to fund the most pressing wants and needs of the entire library system city-wide.

A former staff person at the Saint Paul Public Library, and a longtime member of The Friends, Ortha Robbins passed away on March 20, 1999. Born in Mitchell, South Dakota, in 1925, Robbins grew up in Fond du Lac and Green Bay, Wisconsin. In 1944, her family moved to Saint Paul. She subsequently attended the University of Minnesota where she graduated with degrees in both education and library science. Robbins then served as a staff member of the library for 41 years.

Ortha Robbins' contributions to the Saint Paul Public Library were innumerable. According to Carole Williams, the Director of the Saint Paul Public Library, "Ortha Robbins was the epitome of community librarianship in Saint Paul for decades. She gave her heart and soul to

providing library service to the people of this city. Her legacy to the Saint Paul Public Library is lasting and profound—not only in terms of service, but in the mark she left on those of us who had the honor to work with her."

In another testimonial, retired Library Director Jerry Steenberg noted recently that, "Ortha Robbins was the consummate librarian, mentor, and friend. She had an extraordinary

capacity for working with library customers, and instilled her skills in those who worked with her. She served the Saint Paul Public Library system well in the capacities of librarian, supervisor, manager and administrator."

The Ortha Robbins endowment will provide approximately \$55,000 in support to the library in 2001.

Benefit Book Changes and Corrections

✓ On the bottom of page 8 of your Employee Benefits Booklet, for contract holders residing in the service area, the Out-of-Network (Tier III) benefit for special oral surgery is 70% coverage, after deductible.

✓ The basic financial statement on page 33 of your Employee Benefits Booklet had incorrect expenses for the Flexible Spending Account

See BENEFIT BOOKLET on p. 2

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Places to go. Things to do.

ilovesaintpaul.com

Free Flu Shots

Risk Management has been working with HealthPartners to provide immunizations to all City employees, even those without HealthPartners insurance. Due to delays in the manufacturing process of the vaccine, the flu shots are being offered later in the year than last year, but will still be effective. Flu usually strikes from December through March causing misery for many. While the symptoms of this common disease generally last between a few days and a week, the flu can lead to severe complications, especially if the flu virus or infection reaches the lungs.

Who should get a flu shot?

The flu is not a choosy illness—people of any age and health status can catch the flu. Anyone who wishes to reduce their risk can get a flu shot. However, if you are allergic to eggs, allergic to latex, allergic to Thimerosal (found in some contact lens solutions), are in the first three months of pregnancy or are trying to conceive, have had a severe reaction to a flu shot in the past, or have a moderate to severe illness, you will need to see your personal physician for the flu shot.

Most people have little or no reaction to the vaccine. No live virus are used in vaccine, so you can't get the flu from the flu shot. Since new strains of the flu virus are always appearing, some people do get the flu even after a shot. However, they generally have a milder case than those who don't receive a vaccination.

Note: Be sure to wear a short-sleeved shirt, or a loose top with sleeves that can be rolled up to your shoulders. You will need to stay in the building for 15 minutes following the flu shot to ensure you have no reaction.

Flu Shot Schedule

Friday, November 17

9:00 a.m. - 1:00 p.m.

City Hall Conference Center
Room 41

Please attend alphabetically by last name at the assigned times:

9:00 a.m. - 10:15 a.m. A-I

10:15 a.m. - 11:30 a.m. J-R

11:30 a.m. - 1:00 p.m. S-Z

Monday, November 27

9:00 a.m. - 1:00 p.m.

Hamline Yard, 2nd Floor
289 North Hamline

Tuesday, November 28

11:00 a.m. - 3:00 p.m.

City Hall Conference Center
Room 41

Please attend alphabetically by last name at the assigned times:

9:00 a.m. - 10:15 a.m. S-Z

10:15 a.m. - 11:30 a.m. A-I

11:30 a.m. - 1:00 p.m. J-R

Thursday, November 30

12:00 noon - 5:00 p.m.

Dale Street Garage
2nd Floor Training Room
891 North Dale

Please attend by division group at your assigned time:

12:00 noon - 1:30 p.m.

Street Maintenance

1:30 p.m. - 3:00 p.m.

Sewer Maint/Municipal Equip

3:00 p.m. - 5:00 p.m.

Traffic Operations

BENEFIT BOOKLET from p. 1

Plan. The plan expenses for the year ending December 31, 1999, were \$11,808,140.

If you have any questions about these changes, please contact Risk Management at 266-8880.

City job openings as of November 3rd, 2000

Application deadline	Job title	Bi-weekly or hourly salary rate	Exam date
Open	Clerical Assistant (part-time)	\$9.00 per hr	See Job Ann
Open	Clerk-Typist II (Hmong/English Speaking)	\$23,800.00 annual	See Job Ann
Open	Clerk-Typist II (full & part-time)	\$23,800.00 annual	See Job Ann
Open	Conservatory Attendant (permanent/part-time)	\$9.17 per hr	See Job Ann
11/08/00	Employee Benefits Coordinator	\$1650.66	See Job Ann
Open	**Food Service Assistant (part-time)	\$9.01 per hr	See Job Ann
Open	Food Service Helper (part-time)	\$8.00 per hr	See Job Ann
11/07/00	Food Service Supervisor I	\$11.68 per hr	11/17/00
Open	IS Information/Technical Analyst I	\$1201.32	See Job Ann
Open	IS Information/Technical Analyst II	\$1397.98	See Job Ann
Open	IS Information/Technical Analyst III	\$1550.12	See Job Ann
Open	IS Systems Support Specialist I	\$1085.87	See Job Ann
Open	IS Systems Support Specialist II	\$1148.08	See Job Ann
Open	IS Systems Support Specialist III	\$1397.98	See Job Ann
Open	Library Associate (Part-Time)	\$1144.67	See Job Ann
11/21/00	Plumber	\$26.46 per hr	11/30/00
Open	Recreation Leader (permanent/part-time)	\$8.81 per hr	See Job Ann
11/09/00	Water Treatment Plant Operator II (prom)	\$20.07 per hr	11/16/00

** This is a walk-in-examination. Do not submit a job application before the test.

Note: Call or visit the Office of Human Resources to receive the official job announcement for these positions. Location: 400 City Hall Annex. Phone: 651-266-6500 (TTY/TDD 651-266-6501) or visit the web site: www.ci.stpaul.mn.us/jobopenings. For jobs announced after October 26th, please call our 24-hour job line, 651-266-6502.